

14 SEP 1988



DIRECTORATE OF ADMINISTRATION

7 D 10 37543

DA 88-1910

13 September 1988

162 - Glad u  
STAT checked up on this  
Believe we shd  
STAT have DA rep  
sent this to  
Jim - FYI -  
also see  
attached internal  
note & NIS  
response  
safe to  
guess  
context was  
different  
+ more ahead w/  
having  
DA rep?

NOTE FOR:

OIT/RPD

FROM:

Chief, DA/Management Staff

SUBJECT:

Request for a Requirements Focal Point

Jim,

Per the ADDA's request, we are naming  
[redacted] from our staff as the DDA's focal  
point to work with you in representing the  
Directorate's requirements from OIT.

[redacted]

20-2

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SECRET

DATE: September 13, 1988

NOTE TO:

SUBJECT: your memo requesting requirements focal points

jim--i was amused/chagrined at oit memo addressed to only 3 of the 4 directorates requesting focal points for services/priorities from oit--hence our continuing tradition of the dda being the cobbler's kids w/ no shoes. realize in the past oit took the role of speaking for dda--but don't think that necessarily garnered the attention for dda offices that they needed. hank rightfully picked up on this and shared the memo w/ us and asked us to name a rep. i'm sending u a note--think it wd be helpful as u get situated in your new job to remember that dda is a customer, too--think it will be a big improvement over the past ways of doing business

looking forward to wrking w/ u. dianne

SECRET

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SECRET

9:15 AM -- 13 September 1988

25X1 Note To:

From:

In Response To: [redacted] (et al.) note  
dated 09/13/88

25X1 Hi Dianne. The memo from D/OIT asking for reps wasn't meant to exclude  
25X1 the DDA. Our form/style-smiths said it was incorrect to send a memo  
both THRU the DDA and also TO him. Hence the THRU (to show the DDA  
agrees with the idea and to keep the protocol watchers happy). I  
thought Ed was going to ask [redacted] Hank to provide a rep along with the  
other Directorates. Like you, I don't think OIT should speak for the  
whole DA. However, at his talk to the OIT Conference [redacted] a few  
weeks ago, the DDA implied we would.

It'll be good to work with you again.

Jim

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Edward J. Maloney  
Director of Information Technology

EXTENSION

NO.

OIT # 0894-88

DATE

DDA/REG  
LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA/EXA

8 SEP 1988

9/8

CO

2.

ADDA

9 SEP 1988

LA

3.

DDA

9 SEP 1988

MUNA

4.

CI/MS 13 SEP 1988

DA/Registry (forward & file)

5.

6.

1-2+3

7.

Attached memo from D/OIT requests a candidate to participate with the Requirements & Planning effort in OIT to facilitate responsiveness to the Directorates.

8.

9.

10.

They are looking for someone senior who knows the Directorate culture & where it is going. Emphasis will be primarily on

11.

12.

13.

14.

15.

and/or using the replacement in this position, someone from Mgmt Staff, someone from OP's computer area (least likely), etc.

ADP background seems helpful, but I understand not necessary. DA should have up.

Diane,  
HARK asked that you identify someone from your staff to represent the DA on

newly established Requirements and Planning Staff. Please respond direct and advise us of your representative.

Thanks,

P.S. Jim advised that his staff will seek to facilitate responsiveness to the Directorate. He is looking for someone senior who knows the Directorate culture & the direction that it is going. The emphasis would be on technical requirements, primarily understanding of ADP helpful, but not required.

ADMINISTRATIVE - INTERNAL USE ONLY

OIT #0894-88  
7 September 1988

MEMORANDUM FOR: Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

VIA: Deputy Director for Administration

FROM: Edward J. Maloney  
Director of Information Technology

SUBJECT: Request for a Requirements Focal Point

1. As a first step toward streamlining and improving the Office of Information Technology's requirements handling process, I have established a central Requirements and Planning Staff (RPS). The role of RPS will undoubtedly evolve over the next year as other organizational changes occur within OIT, and I would appreciate your help in this evolution.

2. Would you identify a senior officer from your organization with whom we can work closely to define RPS's roles and responsibilities as we strive to be more responsive to the requests from your Directorate. I envision that your representative would help us identify areas for improvement while also speaking to the OIT service priorities for your Directorate. In the next few years, as resources become tighter Agency-wide, I want to be certain that OIT's priorities are those which best serve your needs. Please send your responses to  C/RPS/OIT,

ES/  
Edward J. Maloney

OIT/RPD/  (7 Sept 88)

Distribution:

Originals - Addressees  
✓ 2 - DDA  
3 - OIT Registry  
2 - O/D/OIT

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